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AUG 27 1957

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Personnel Ceiling

1. In keeping with our discussion of this subject on 21 August, I wish to set forth in this memorandum the principles which I believe should govern recruitment until such time as we reach or near our allocated personnel ceiling.

2. We may be approaching for the first time a surfeit of clerical personnel. While this is gratifying it should give us no cause for complacency since there is ample room for improvement in the quality of clerical personnel being employed. It is my thought that recruitment efforts should be sustained at present levels; and that greater selectivity should be exercised in entering on duty and retaining clerical personnel. This procedure will provide insurance against vagaries in our attrition rate; and probably allow for clerical personnel needs to be met more precisely.

3. We are in agreement on the value of the JOT program and the desirability and necessity for its unabated continuation.

4. All other DD/P personnel accessions will continue under the tight controls recently established.

5. Quite apart from the personnel ceiling, accelerating attrition of substandard personnel of all types is essential from the standpoint of good management. I doubt, however, that we can expect substantial results in terms of volume due to the care with which each case must be handled.

6. With close attention and control I believe that we will align our ceiling and on-duty strength before the end of the fiscal year.

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Chief of Operations, DD/P

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